

LMS – Registering for a Training Class

Using the LMS to Register for a Course

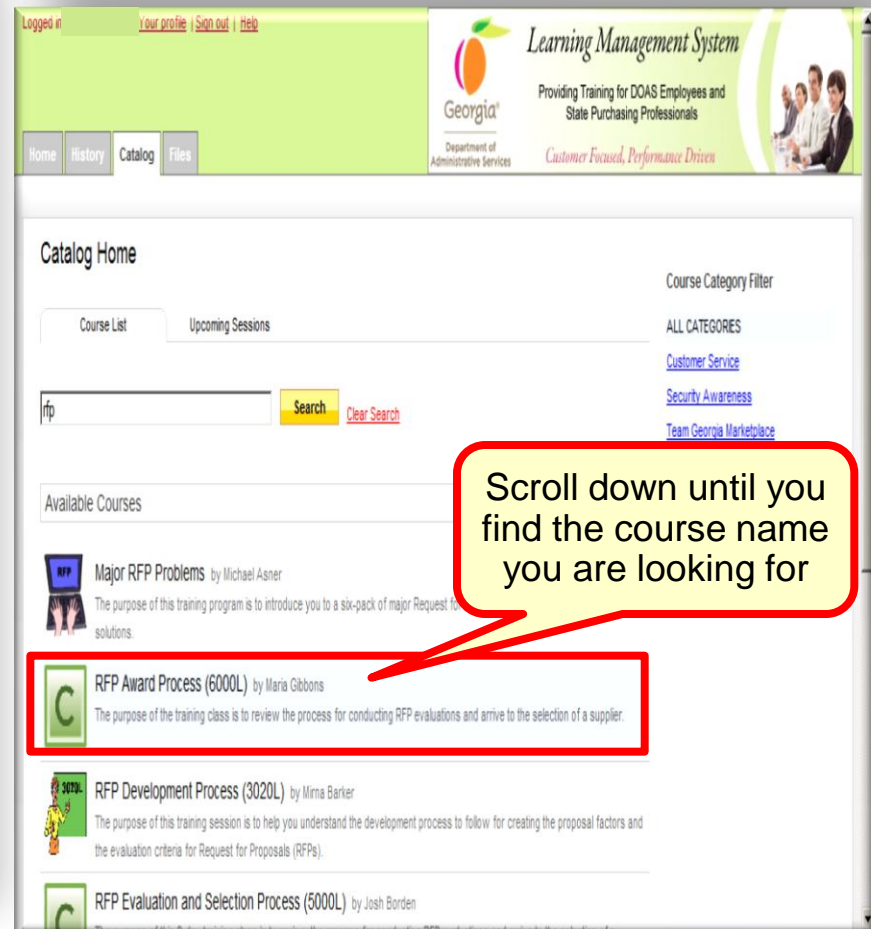
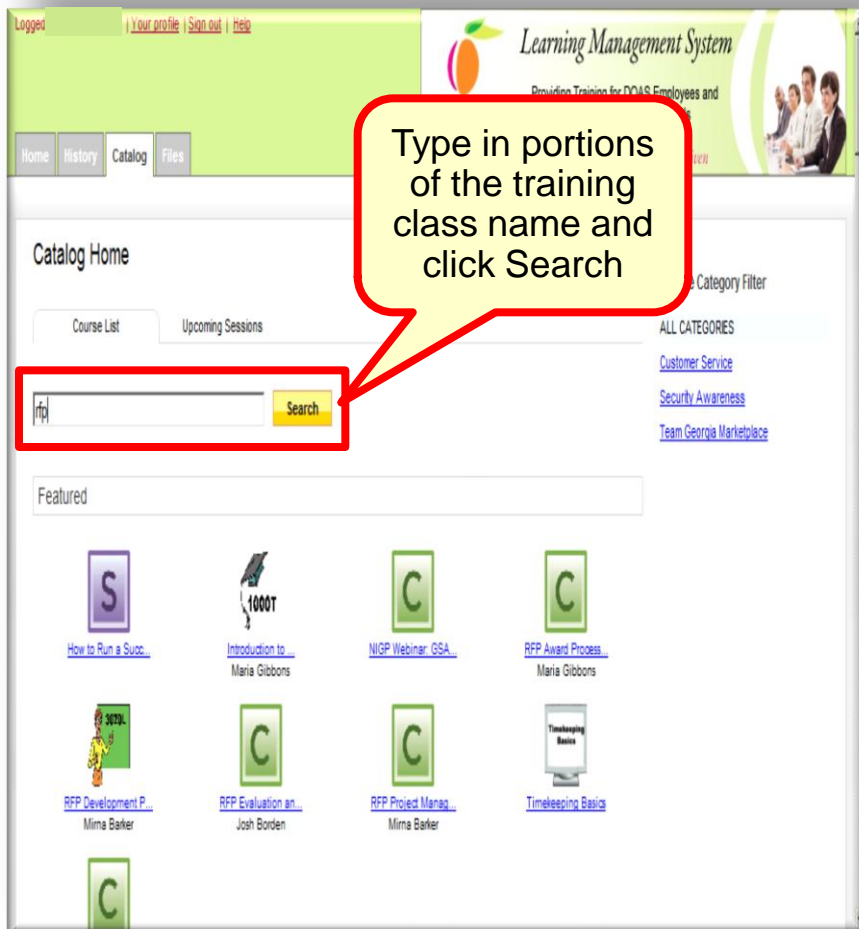
You use the LMS to register for training classes. Follow these steps:

1. Access the LMS at <http://doas.ga.gov/Training/Pages/Login.aspx> and enter your User ID and Password to sign on to the system. When you sign on, the Home page displays. The home page lists all courses for which you have registered to attend training.
2. Click on the Catalog tab to register for a training session.



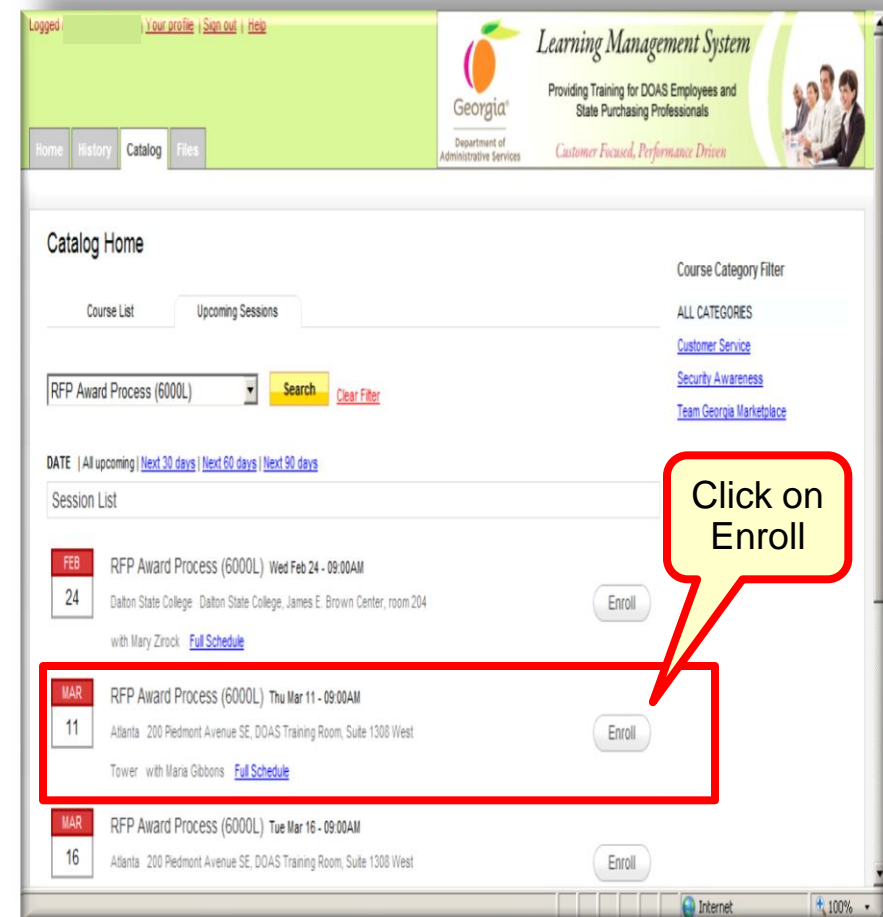
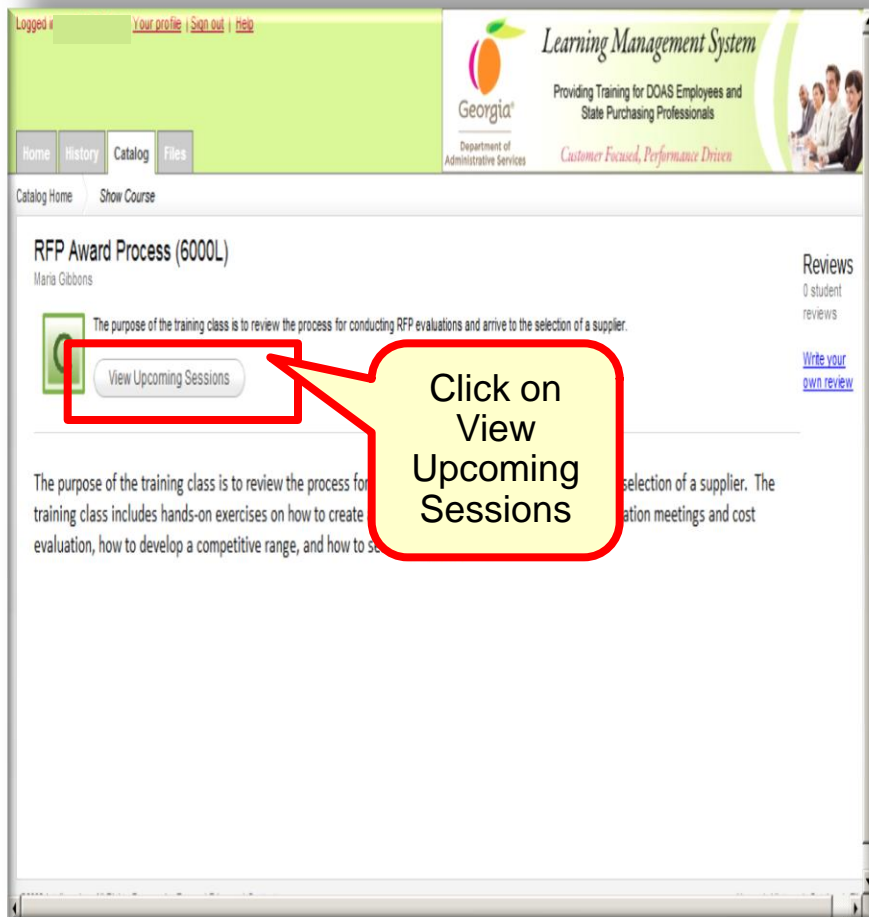
Using the LMS to Register for a Course

3. When the Catalog screen displays, type in portions of the training class name in the Search field and click Search to search for training classes that have that word in the course name. In this example, the user uses RFP to find courses with the RFP word in the name.
4. When the list of courses containing the search criteria display, click on the course you are looking for. In this example, RFP Award Process was selected.



Using the LMS to Register for a Course

5. When information about the courses selected display, click on Upcoming Sessions to see the schedules for this course.
6. When the schedules of training classes for that course display, scroll down until you find the desired date when you want to attend the training
7. Click on Enroll to register for that training class.



Using the LMS to Register for a Course

- After you click Enroll, a message displays informing you of the Training Policy. If you click OK, you accept the terms of the Training Policy and also enroll for the training class. If you click on Cancel, you do not register for the training class.



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Providing Training for DOAS Employees and State Purchasing Professionals
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Catalog Home

Course List

Basics of Writing Specification (3000L)

DATE | All upcoming | [Next 30 days](#)

Session List

APR 06 Basics of Writing Specification (3000L) Tue Apr 06 - 09:00AM
Valdosta State University Valdosta State University, 1500 N Patterson St., Pine Hall Lab 107 (PH107) with Mary Zirock [Full Schedule](#)

APR 20 Basics of Writing Specification (3000L) Tue Apr 20 - 09:00AM
Armstrong Atlantic University Armstrong Atlantic State University, Armstrong Center, Room 113, 13040 Abercorn Street Savannah, GA 31419 with Mary Zirock [Full Schedule](#)

Enroll

Enroll

Windows Internet Explorer

Beginning May 1st, 2010, the State Purchasing Division (SPD) will begin assessing a \$30.00 charge fee for any NO-SHOW student who registers for a training class and does not attend it without canceling the registration at least 72 hours prior to the beginning of the training class. This fee is necessary to offset the cost of producing the training materials, preparing the classroom, and most importantly, for the no-show student reserving a training seat and keeping it from another prospective student.

The billing statement will identify the \$30.00 No-Show fee as SPD TRAINING NO SHOW in the description along with the name of the student who registered for a training class and did not attend it without canceling it 72 hours in advance. The APO/CIPO of the state entity or the Manager/Director of Purchasing of the organization will also receive an email with the billing statement information. The assessed No-Show fee(s) must be paid before the student can register for subsequent training classes.

OK Cancel

Category Filter

[Courses](#)

[Service](#)

[Courses](#)

[Marketplace](#)

Click OK to register for the training class or Cancel to not register for the training class

Using the LMS to Register for a Course

8. After you click Enroll, this screen displays to indicate that you have registered for this course. You can continue browsing by clicking the Continue Browsing button which allows you to return to the Catalog to register for another training course, or Go Back to Enrollment to read more information about the course for which you registered.
9. Click on the Home tab.



A screenshot of a web-based Learning Management System (LMS) interface. The top navigation bar is green and contains links for "Logged", "Your profile", "Sign out", and "Help". Below this is a horizontal menu with tabs: "Home", "History", "Catalog", and "Files". The "Home" tab is highlighted with a red box, and a red callout bubble points to it with the text "Click on the Home tab". The main content area has a white background and displays the message "You Have Successfully Enrolled" in a large, bold font. Below this, it says "RFP Award Process (6000L)" and provides a link to "iCalendar Download". A paragraph of text states: "You may either continue browsing the catalog or go directly to your course enrollment." At the bottom of the main content area are two buttons: "Continue Browsing" and "Go To Enrollment". The footer of the page contains copyright information: "©2009 Intellum, Inc. All Rights Reserved. Terms | Privacy | Contact" and a secondary navigation bar with links: "Home | History | Catalog | Files".

Using the LMS to Register for a Course

10. The Home page displays the training classes for which you have registered.



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Current Enrollments

Courses

 RFP Award Process (6000L)	Start Thu Mar 11, 2010	Drop
 Respect in the Workplace		Drop

Today is January 25

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Recent Completions

THU JAN 21

[Georgia Procurement Manual Changes](#)

THU JAN 14

[Respect in the Workplace](#)

[RFP Preparation Scorecard \(3022W\)](#)

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List of training classes for which you have registered

LMS – Canceling a Registration for a Training Class

Using the LMS to Cancel a Registration for a Training Class

1. To cancel a registration for a training class, display the Home page.
2. Find the training class for which you want to cancel the registration.
3. Click Drop to the right of the training class you want to drop from the list of registrations to cancel the registration for that class.



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Home History Catalog Files

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A group of four people (three men and one woman) sitting around a table, looking at documents.

Current Enrollments

Today is January 25

Courses	Start	Drop
RFP Award Process (6000L)	Thu Mar 11, 2010	Drop
Respect in the Workplace		Drop

Click on Drop to cancel a registration

Recent Completions

THU JAN 21
[Georgia Procurement Manual Changes](#)

THU JAN 14
[Respect in the Workplace](#)
[RFP Preparation Scorecard \(3022W\)](#)

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4. When you click on Drop next to the training class for which you want to cancel the registration, this message display to ensure you truly want to cancel the registration for that training class.
5. Click OK if you want to cancel the registration. Otherwise, click Cancel.

This screenshot shows the LMS interface with a confirmation dialog box overlaid. The dialog box, titled "Windows Internet Explorer", asks "Are you sure you want to drop this course?" and has "OK" and "Cancel" buttons. A red box highlights the dialog box, and a yellow callout bubble points to the "OK" button with the text "Click OK to confirm canceling the registration". The background shows the "Current Enrollments" page with a list of courses, including "RFP Award Process (6000L)" and "Respect in the Workplace". A calendar for January 25 is visible on the right.

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Home History Catalog Files

Current Enrollments

Courses

RFP Award Process (6000L)

Respect in the Workplace

Drop

Drop

Today is January 25

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Recent Completions

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Respect in the Workplace

RFP Preparation Scorecard (3022W)

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This screenshot shows the LMS interface after a successful drop. A yellow banner at the top reads "Your enrollment was successfully dropped". The "Current Enrollments" page now shows only one course, "Respect in the Workplace", with a "Drop" button next to it. A red box highlights the course list, and a yellow callout bubble points to it with the text "The list of enrollments display". The background shows the same header and navigation as the previous screenshot.

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Home History Catalog Files

Your enrollment was successfully dropped

Current Enrollments

Courses

Respect in the Workplace

Drop

Today is January 25

S M T W T F S

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31 1 2 3 4 5 6

Recent Completions

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THU JAN 14

Respect in the Workplace

RFP Preparation Scorecard (3022W)

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